

JAMAICAN CANADIAN ASSOCIATION

Annual General Meeting

Jamaican Canadian Community Centre, 995 Arrow Road

Sunday June, 26, 2005 at 2:00 p.m. to 6:00 p.m.

AGENDA

*Valerie
2nd year
2004*

1. ✓ CALL TO ORDER AND WELCOME:
2. ✓ APPROVAL OF AGENDA
3. ✓ CONFIRMATION OF MINUTES OF PREVIOUS MEETING
4. ✓ MATTERS ARISING FROM THE MINUTES
5. ✓ INTRODUCTION OF NEW MEMBERS AND VISITORS
6. ✓ CORRESPONDENCE
7. ✓ PRESENTATION BY MS. KAMALA JEAN GOPIE
8. OFFICERS' REPORTS:
 - ✓1. Executive Director
 - ✓2. Vice President
 - ✓3. Treasurer
9. AUDITORS' REPORT:

-: MEETING BREAK :-

10. ELECTION OF OFFICERS – Ms. Monica Mitchell, Chair, Nominating Committee.
Positions up for Election: 1) ✓ President
2) ✓ Vice President
3) ✓ Treasurer
4) ✓ Chair, Membership Services Committee
5) ✓ Chair, Public Relations Committee
6) ✓ Chair, Women's Committee
7) ✓ Chair, Building Committee
11. ELECTION OF BOARD OF TRUSTEES
12. NEW / OTHER BUSINESS
13. ADJOURNMENT.

NOTE: During the periods of ballot counting chairs of Standing & 'Ad Hoc' Committees will present brief highlights from their reports.

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JAMAICAN CANADIAN ASSOCIATION
MINUTES OF ANNUAL GENERAL MEETING

Held on June 27, 2004 at the JCA Centre
995 ARROW ROAD, TORONTO.

1. CALL TO ORDER: The president, Mrs. Valarie Steele, called the meeting to order AT 1:57 P.M. and welcomed the members and visitors present.
2. PRAYER: Prayers were said by Ms. Sharon Wynter.
3. OBSERVATION OF ONE MINUTE'S SILENCE:

As is customary the president requested the audience to stand for the observance of a minute's silence in memory of any members and/or friends of the association who had passed away during the year in review, which was accordingly observed.

4. APPROVAL OF AGENDA:

It was moved by Ms. Carmen Jens, seconded by Ms. Hyacinth Wilson that Clause No. 8 dealing with the auditor's report be brought forward and dealt with following discussion of the Treasurer's report at Clause No. 7(2) and that the agenda be so amended:

Carried unanimously.

5. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING:

It was moved by Ms. Erma Collins, and seconded by Ms. Marjorie Cameron, that the Minutes of the Annual General Meeting held on May 25, 2003 be adopted as presented:

Carried unanimously.

6. MATTERS ARISING FROM THE MINUTES:

Clause No. 4 of Page 3 of the Report of the Executive Director's
Report headed "Transition Program (K-Club)"

A question was asked by Mr. Vincent Conville if consideration was given to the introduction of an apprenticeship program to serve these clients, to which the Executive Director replied that she had attended a meeting to discuss this matter at which no conclusive decisions evolved.

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7. INTRODUCTION OF NEW MEMBERS AND VISITORS:

The president requested any new members, friends or first-time visitors present to stand and introduce themselves to the audience. Eight (8) new members and three (3) visitors were given a round of applause, and a warm and friendly welcome was extended to them by the president.

8. CORRESPONDENCE:

Four items of correspondence were read by the secretary, but in view of the fact that there were no discussions, nor motions, they were regularly received and noted as information.

9. PRESENTATIONS:

1.) Mr. Donald Grant, president of the JCA Domino Club, accompanied by Mr. Gifford Walker, presented a cheque to the association in the amount of \$3,200.00 for the planting of trees in front of the JCA building, as required by the City of Toronto as a condition of the rezoning of the property.

2.) Mr. Trevor B. Lewis presented a cheque in the amount of \$100.00 towards the association's distress fund.

3. Mr. Lewis also presented two framed pictures for hanging in an appropriate location in the JCA building.

✓ 3.) Ms. Beryl Nugent presented a cheque in the amount of \$500.00, \$300.00 towards the building fund and \$200.00 towards the distress fund.

The president thanked the donors for their thoughtfulness and commitment to the association.

OFFICER'S REPORTS:

10. EXECUTIVE DIRECTOR:

The year has been very challenging in my role as Executive Director. I have learned a lot, met with all funding agents and have developed a good working relationship with them. I have attended and participated in a variety of workshops and meetings with partners/staff, alone or with a member of the board.

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Complete exposure and participation in programs enabled me to fully understand the roles, job functions and expectations. Job functions were updated in order to eliminate duplication, and to improve the efficiency of the process in a more structured way. For example re-writing job descriptions and updating procedures.

Q.

My attempt to support the building functions resulted in a \$30,000.00 grant for roof repairs, and an approved policy and procedures on fire and safety, with a formal weekly inspection of the building. Two computers were received through the United Way and also a donation of paint. An aggressive fundraising campaign for the United Way supporting their annual walk-a-thon realized \$3,800, an increase of \$1,860 over the previous year.

NB

Funding provided stable support to our programs and in most cases all objectives were met and with the assistance of the treasurer where applicable, all scheduled reports were completed and submitted on time, including the annual reports and renewal of the grant applications for 2004-5. Program objectives were met for each program with the exception of one area resulting in a temporary reduction of funding. However, all efforts are being made to improve the process.

I have attended all executive, board and quarterly member's meetings. Monthly staff meetings were held and well attended with positive input including the receipt of monthly reports. On occasion, staff also provided support to members/board, and as back-up at the reception desk. A member of the staff also presents a summary of their area of responsibility at each board meeting.

Highlights from Programs & Services:

Caribbean Youth & Family Services: (466 clients were served through the CYFS department)

. Leaders in Partnership (LIP): Pamela Seaton-Brissett & Althea-Denise Reid. Meetings were held at the JCA with representatives of the Toronto District School Board & Superintendent of Schools to ensure that policy guidelines and program expectations were met. A follow-up procedure is in place as a measurement factor ensuring the program's success rate. The program is running well. Expectation for the future is to implement the program in other metro schools. Individual counseling is also provided for students at the parent's request.

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· **K-Club:** Mary Mark

Service for this program is in demand. This 10-week group counseling program is offered on Tuesday evenings; primarily focuses on anger-management, conflict resolution and other issues related to the Criminal Justice System, with a high success rate. New materials were researched and are being used to improve the program's delivery. A successful one-week skill-enhancing workshop was held during the March break that included conflict resolution and access to self-employment. Jobs secured for several clients through the YMCA and private sector.

· **Parenting:** Rev. Paulette Drummond.

This program is offered Monday and Thursday evenings at the JCA in a group setting followed with individual counseling. The success rate is high for the children who have been apprehended by a child protection agency. Off-site meetings were attended for home assessment and plan of care for children's services in the protection agencies, and case conferencing out of court with the children's lawyers. As chaplain for Toronto Police Services, and a member of The Canadian Chaplain Police Association, Paulette often represents the organization networking on the three levels of government to support the services we offer, also representing the JCA at many community events.

· **Summer Camp:** CYFS & Errol Bonner

Summer camp benefited the community by providing cultural specific learning, teaching life and social skills to assist children in every day life. Activities were organized to enhance the children's growth and development. Daily activities scheduled for the 69 campers included: bus tours, games, arts and crafts, drama baking, outdoor activities, educational videos on anger management. JCA members offered assistance for parents who were not financially stable, registering children to attend the camp. Tours included guest speakers as a fun way of learning. All job descriptions, policy and procedures were reviewed and updated.

· **Violence Against Women (VAW):** Rita McLean

This program offered group workshops in partnership with other service organizations, for example the 'Teenage Sexual assault' program provided counseling at the JCA, while the 'Here To Help' program provides counseling through the Jewish Family Services. Formal training is scheduled and ongoing by funders ensuring that the quality of service satisfies the short/long-term needs of each client. A client performance survey, an electronic measurement tool, is used to determine the quality and quantity of service for each client. The Hon. Alvin Curling was the guest speaker to approx. 600

students who attended from 11 schools. All students received a donated gift. (214 clients were served which includes the partnership programs).

Opportunity Plus 45+: Audrey Taylor & Noeline John

This program met its mandate through aggressive outreach and marketing techniques, and working in partnership with other employment service providers. Program success is to be credited with the strategy being used to service a vulnerable age group in the marketplace, by conducting workshops twice weekly at the JCA, and once monthly at an offsite location. Many workers who were laid off from Ontario Store Fixtures through the Steel Workers union also received service from the program. Although language and low educational levels were often a barrier, clients received one-on-one counseling that helped to build their self-esteem and confidence. (394 clients received service and 65% secured employment).

Immigration Settlement Program (ISAP): Errol Bonner

Two new computers were negotiated through ISAP. A new computerized system is in place that accurately measures new and returning clients to the organization (Icams). Workshops were organized in collaboration with other service agencies such as Toronto Community Housing: with the NSP worker at youth shelters and in partnership with other organizations. The completion of the sponsorship and permanent card application forms were very time consuming and kept the department busy as clients filed to meet the December 31 deadline.

New Settlement Program (NSP): Joe Boateng

A variety of settlement services and activities were provided for newcomers during the year that included information and referrals to various government agencies, other organizations and services. These services helped the newcomer to understand and access information that is pertinent to assimilating in a new environment. The December 31 deadline to apply for the new permanent resident card kept the department busy. Citizenship classes were organized and are now an on-going program. Settlement workshops were made available through Toronto Housing. Newcomer students were encouraged to enroll in the Saturday Morning Tutorial and Heritage program currently organized by Joe, which helped to build their confidence and self-esteem, making it easier for them to adjust to the Canadian curriculum. Retention of volunteers continues to be a problem but attempts are being made to secure new volunteers. (The department served 952 clients).

Seniors Program: Doreen Robinson, Co-ordinator.


This is a new part-time position. The co-ordinator has been very active and

involved researching and implementing new programs for the seniors group which includes a telephone tree, scheduled workshops on health and wellness that are male and female specific presented by registered professionals, also on safety and security in partnership with outreach personnel from 31 Police Division. Doreen has been very active with outreach work, providing support to existing programs and taking the opportunity to develop her skills in an attempt to support funding requirements and to satisfy the needs of the JCA seniors. JCA partners in the Multi-Agency Partnership (MAPP) Program which provide a variety of services including counseling. The Canadian Mental Health Services also sponsors a schedule of wellness activities for females. These part-time programs are delivered by Peaches Stone and Eulalee Smith for CMHS.

Program Outreach:

Outreach activities were aggressive in partnership or individually using various approaches for informing the community of the services we provide. Brochures and flyers were delivered (and mailed) regarding programs, workshops and conferences to 78 churches and other organizations or at various functions, where/when-ever the opportunity presented itself; including presentations at various locations: schools, shelters and Toronto Housing.

Professional training & Development:

 Staff from each program attended training and professional upgrading through workshops, conferences and special meetings, at times with the Executive Director. Training in most cases were offered through funding agencies such as United Way, Ministry of Family and Children's Services, or through other organizations.

Advocacy:

There are many success stories from these programs resulting from a high level of advocacy, such as: reinstatement of students who were suspended or expelled from school; children being returned to their parents who were apprehended by CAS; securing housing/shelter; job placement for students, sourcing food and clothing, and other issues.

I would like to thank the Board of Directors, staff and members for their support during my term as Executive Director, with a special note of thanks to Errol Bonner for his patience and support. Thanks also to our funders for their support enabling us to provide social and cultural

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programs for our membership and the community.

Respectfully submitted by Pat Williams.

It was moved by Ms. Williams, and seconded by Ms. Barbara Thomas:

THAT the foregoing report be adopted:

CARRIED.

11. VICE PRESIDENT:

I am very pleased to provide you with an overview of the activities that I participated in during the course of the year under review. One of my first tasks shortly after assuming office was to organize the annual independence anniversary functions. Those who attended will recall that all the events around the independence celebrations were successful. In August I filled in for the president who was out of the country at the flag-raising ceremony at the Toronto City Hall.

In the fall, I coordinated a town hall meeting at our centre at which the major mayoralty candidates debated the issues. While the turnout was not great, the debate was lively and interesting. By the time this report is presented we will be in the midst of a federal election. It is very important that we participate and exercise our democratic right to vote.

Also in the fall, I chaired the annual all-committees meeting. As usual the attendance was high as were the discussions and recommendations. I am pleased to report that the Board acted on a number of the recommendations that this committee submitted.


In November of last year, the special sub-committee on board restructuring of which I was the chair, submitted its report to the Board of Directors and a few weeks later, to the general membership. This report called for the status quo as far as the executive director's reporting structure is concerned. We recommended against the creation of a 2nd vice president position, and also recommended that the women's committee become a standing committee of the board. The members at the November quarterly meeting approved all of the above recommendations.

In the fall I represented the president at a meeting of community leaders and the federal attorney general. The discussions centred on changes to the federal criminal code, gun violence/trafficking and an affirmative

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action program for the criminal justice system.

In the winter I was asked to coordinate the usual "Boonooooonooooos" brunch. We changed the format somewhat and as a result we were able to double our profit from the prior year. From our profit we were able to cover the cost of fixing the washrooms in the lobby as well as paying down the mortgage by \$5,000.00.




In March of 2004, I was asked by the president to represent the association at a news conference in Scarborough called to address the matter of the growing incidence of gun violence in the city, and especially, in Malvern. At the end of the news conference it was announced that the JCA along with other major organizations in our community will be forming the "coalition of the committed". Our goal is to eliminate the problems caused by gun violence. Since then we have held weekly meetings and the JCA has paid for several young people to work with troubled youths in the Malvern area.

I will again be heading the committee that will be organizing this year's Jamaica independence/anniversary celebrations.




In April I was asked to moderate a town hall meeting with BADC to address the issues of policing and gun violence. At the meeting several recommendations were debated and adopted. They have since been sent to the representatives of all levels of government.




On May 3rd along with the president and Ms. Erma Collins we met with the Ontario Attorney General. I feel the meeting was a fruitful one. For the details of the meeting please see the president's report.

On May 8th I conducted a workshop for delegates attending a human rights conference at the OFL offices in Don Mills that was sponsored by the Toronto Labour Council.



On Friday, May 14th the president and I met with the new chair of the Police Services Board, Alan Heisey. Our discussions centred on ways to improve police/community relations as well as police oversight.



I chaired the planning committee that organized the May 20th reception for out-going Toronto Star Publisher, John Honderich. I am very pleased that the JCA hosted this event. Once again it showed that the JCA is the leader in our community.

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On the administrative side, I chaired several management committee meetings throughout the year. Did the annual review of the Executive Director's performance. Worked closely with the officers and the E.D. on funding proposals including the Trillium Foundation. We submitted a comprehensive proposal to the Trillium Foundation requesting the provision of funding to provide for the hiring of a full time fundraiser and a fulltime volunteer coordinator. We hope to hear soon whether or not we will obtain the funding.

I also submitted a comprehensive proposal to Michael Lee Chin for a partnership in the form of a naming opportunity in return for a significant financial contribution. We are still awaiting a response to this request.

In addition to the activities outlined above, I filled in for the president at various meetings and functions throughout the year.

Finally, I would like to express my sincere gratitude to all my colleagues on the board, especially those who will not be returning to the board. While the past year was a challenge, it was fun working with all of you. To those who served on the various committees I chaired, a big "Thank You" for a job well done. To all members, thanks for being a part of the best organization serving our community, and to our supporters and funders, big and small, thanks for being there when we needed you—your support is greatly appreciated.

I look forward to working with you all over the next year.

Yours in solidarity.

HERMAN STEWART.

It was moved by Mr. Stewart and seconded by Ms. Edna Bowes Smith:

THAT the foregoing report be adopted:

CARRIED.

12. PRESIDENT:

Dear members and supporters: On behalf of the Board of Directors and our wider community I bring you greetings. We hope that you will have a wonderful summer. As we approach another annual general meeting we are looking forward to another vibrant year full of promise and progress.

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8. To date we still owe approximately \$0.5 million on the debt for the building. We have brought the debt down from \$1.3million to its current level since 1999. Fundraising should be our focus in the next three years since we have applied for funding from the Trillium Foundation to hire a professional fundraiser. The fundraising committee will still exist but the current size and level of JCA's operation requires this. We have done very well but we want to do better.


Herman Stewart put together a package asking Michael Lee Chin for funds towards our building and his request has been denied.


Represented the JCA in a myriad of situations and taken positions on behalf of our community that were just.

We hosted a reception for Mr. John Honderich, Publisher and editor of the Toronto Star over the past 20 years. It was the right thing to do because under his leadership he has gone out on a limb for our community several times and the racial profiling series helped to marginalize him in his board-room. It was an excellent event. Thanks to the committee led by Herman Stewart that put the reception together. It will be on principled decisions such as this that the JCA will continue to lift its profile in the wider community and maintain its leadership role.

Since our last AGM we have had significant political changes at the provincial and municipal levels. Of course, tomorrow is the federal elections and who knows! Prior to the election of the current provincial government, the Black Business and Professional Association, Black Action Defense Committee and 30 other community organizations met with our current Premier, Dalton McGuinty, Alvin Curling and a few other MPP's that were a part of the shadow cabinet, and aired our concerns on several fronts including the civilian oversight body that would investigate complaints against the police. We were promised that if elected, the liberal government would deal with the issues we raised.

Erma Collins, Herman Stewart and I met with the Attorney General, the Hon. Michal Bryant recently and we again talked extensively about many issues that were of importance to our community. If you follow issues that are important to our community, you would know that recently the Attorney General appointed retired judge Mr. LeSage to lead the charge on the best practices for a civilian complaints body. The JCA must participate in the process once the meeting dates are set.

 Mr. Heisey, Chairman of the POLICE services Board, Herman Stewart and I met for another of our strategic meetings. We had frank discussions with him re the relationship between our community and the police. Mr. Heisey has since announced that he is leaving the position in September. Dealing with the Toronto Police is not for the faint of heart; it is not an easy task and we await the decision on who the next chairperson will be.

 We also wrote to Mr. Monte Kwinter, Ontario's Safety & Security Minister, twice, for a meeting. We know for a fact that he has already met with several communities and, as usual, African Canadians are the last to get the attention of him and his scheduler. We cannot take no for an answer, the direct dialogue with the minister is an important segment that is in the interest of our community. We are awaiting a reply to our second letter.

My 2-year term as president ends today and I thank you for the support I have received over the years on the board of the JCA. The hurdles inside and outside were plenty but doing what is right far outweighed any other decision that would be best for the association. At the end of the day the only thing that can prevail is the 'right thing', and as this term closes I am satisfied that on reflection I have always done what is 'the right thing'. Thanks for your help and support. Have a safe and wonderful summer and be well.

Respectfully submitted by:
VALARIE STEELE,
President.

Ms. Steele moved, seconded by Mr. Lloyd Porter:

THAT the foregoing report be adopted:

CARRIED.

13. TREASURER:

The Treasurer presented the Financial Statements for the association for the period ending March 31, 2004, which are appended to these Minutes.

It was moved by Ms. Cyndi Anderson, seconded by Ms. Hyacinth Wilson:

THAT the financial statements for the year ending March 31, 2004 be adopted as presented:

CARRIED.


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14. AUDITOR:

Mrs. Donna Goldson, Chartered Accountant, presented the following certification of the audited financial statements of the association:

I have audited the statement of financial position of the Jamaican Canadian Association (JCA) as at March 31, 2004, the operations and changes in fund balances and the statement of cash flows for the year then ended. These financial statements are the responsibility of the association's management. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted audited standards. Those statements require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

 In common with many not-for-profit organizations, JCA derives revenue from donations, fundraising and membership dues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts documented in the records of the association and I was not able to determine whether any adjustments for unrecorded revenues might be necessary to donations, fundraising revenue, membership dues, excess of revenue over expenses and net assets.

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the revenues referred to in the preceding paragraph, these financial statement present fairly, in all material respects the financial position of the JCA as of March 31, 2003 and the results of its

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operations for the year then ended in accordance with Canadian generally accepted accounting principles.

It was moved by Mr. Byron Carter, seconded by Mr. Trevor B. Lewis:

THAT the foregoing report be received, and that Mrs. Donna Goldson be retained as the association's auditor for the financial year 2004 to 2005:

CARRIED.

15. ELECTION OF OFFICERS:

The positions to be filled for the ensuing year were as follows:-

<u>President</u>	<u>(2 Year Term)</u>
<u>Executive Secretary</u>	<u>(2 Year Term)</u>
<u>Chair, Education & Cultural Committee</u>	<u>(2 Year Term)</u>
<u>Chair, Membership Services Committee</u>	<u>(1 Year Term)</u>
<u>Chair, Youth Affairs Committee</u>	<u>(2 Year Term)</u>
<u>Chair, Fundraising Committee</u>	<u>(2 Year Term)</u>

Board of Trustees (1 & 2 Year terms – as determined by the Board at its 1st meeting.)

Ms. Edna Smith-Bowes
Mr. Byron Carter
Ms. Carol Fox
Mr. Gifford Walker
Ms. Marjorie Cameron

Ms. Erma Collins, the chair of the Nominating Committee, conducted the election process and reported the following elected to the Board of Directors:-

President	-	Mr. David Griffiths
Executive Secretary	-	Ms. Candace Earle
Chair, Education & Cultural Committee		Mr. Sylvanus Thompson
Chair, Membership Services Committee		Mr. Gary Thompson
Chair, Youth Affairs Committee	-	Ms. Latoya McPherson
Chair, Fundraising Committee	-	Mr. Julian Gordon

It was moved by Mr. Anton Squire, seconded by Ms. Ruth Morris that all ballots used in the election process be destroyed:

CARRIED.

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16. COMMITTEE REPORTS:

During the counting of the ballots committee chairs and chairs of Ad Hoc Committees, including the Golf Committee, the Christmas Grand Market & Bazaar Committee and the North York Seniors' Centre (see Annual Report Book 2003 – 2004), gave brief highlights of their activities during the past year, all of which were received as information.

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17. NEW / OTHER BUSINESS.

1. Re: Women's Committee

IT was moved by Ms. Carmen Jens, seconded by Ms. Eunice Graham:

THAT the Women's Committee be given voting status on the Board of Directors, and that the matter be referred to the Board of Directors for consideration and report to the August Quarterly Membership Meeting:

CARRIED.

18. ADJOURNMENT:

IT was moved by Ms. Cyndi Anderson, seconded by Ms. Hyacinth Wilson:

THAT the meeting be adjourned:

CARRIED.

The meeting adjourned at the hour of 6:10 p.m.

APPROVED:

PRESIDENT.